***Hellgate High School – Principal Advisory Committee***

**Monthly Meeting**

**Monday, September 8, 2014**

**Conference Room**

**Agenda**

In attendance: Lisa Hendrix, Jeff Brown, Katie Wyskiver, Chip Rinehart, Katie Boynton, Darcy Hover, Val Murray, Doug Linsted, John Marks, Audrey Nichols and Laura Elliott

Facilitator: Chip Rinehart Note taker: Laura Elliott Time keeper: Darcy Hover

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| **Topic** | ‡**Notes** |
| **Old Business** |  |
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| **New Business** |  |
| The times of our Open House have been changed, Could we please encourage Principal to let us know how she envisions this evening going.  (No complaints, at all, I am just curious—maybe hopeful--- about whether the format will change, too.) | Principal went back and looked at last year’s schedule. She wants to keep it the same as last year and she will get it out to us as soon as possible. Between now and the next few weeks we will tweak it. The time is set at 6:30-8:00 P.M. |
| Since one of former AP jobs was evaluating staff, will the list be changed?  Some (maybe many) are very uncomfortable with current AP in this role. | Principal is having individual conversations with these teachers. She is willing to take on additional evaluations since her load isn’t as heavy as previous years. Principal and AP will do these together until AP is comfortable with them since they did them differently at Sentinel. |
| Can you ask why the capstone accountability and credit piece is not going to the teaching and learning committee or back to the ERDs or back to the board for consideration as a curriculum requirement. This seems to be a place where staff here at Hellgate gets edgy about capstone. Capstone seems to be considered as an important project -- if so, shouldn't the students get credit for it and shouldn't they be held accountable for that credit? This topic did not seem to come up in the Capstone meeting.    We voted for option #6 to wait and study for a year and then come back to the staff. Why has this disappeared? | Regional directors will discuss accountability and credit with their region, so there is a vertical implementation plan. We need to find how to make it work at Hellgate and then go to the regional director. She doesn’t see it working the same at all regions this year.  Capstone committee will solicit ideas from each department and then the committee will look at the pros and cons of the proposed ideas. Committee will look at ideas immediately this month. Ideas will then be narrowed down in November and a final decision will be made as to what the accountability piece would look like.  This year’s seniors will use the whole year and there will only be notation on transcript to award credit for this year. Thursday time will not be used this year and the check off list will be changed. Due dates will be added for work that needs to be completed before check off meetings. Next time we meet we will hopefully know how many kids are doing it this year.  Staff vote for option 6a was a wait and study for one year and not implement at semester for juniors. Principal stated she made an executive decision. She felt there was a general consensus from staff that they wanted to shift presentations from April to January. She felt it was a compromise between options 4 and 6a. Social Studies had a concern that January is bad timing for presentations. The Capstone Committee will be asked to look at calendar for best times. |
| Sentinel staff was involved in making the decisions at Sentinel. Why where we not consulted? | This was a superintendent’s office decision. Principal isn’t sure why our staff wasn’t consulted. She was asked her opinion. There were multiple options that were discussed. She is not sure why they chose this option. |
| How can duties be assigned in such a way that it is equitable? Specifically study hall vs. PLC? | Both are considered duties. We do have needs for study halls. Study Hall teachers will switch at semester. When assigning Study Halls for this year, Principal looked at who had them last year and tried to give them time off this semester. She also looked at the number of preps teachers had and tried not to assign them to teachers with a large number of preps. Study Halls grew over the summer which was not anticipated by Principal. She asks, “Would it be better to have larger study halls and more teachers in PLCs or smaller study halls and fewer teachers in PLCs?”  There was a question of what our philosophy of study halls is? And what Study hall duties are?  Two stated that it “Depends.”  Equitability came into question that some staff members have a lot of work in PLC and some don’t. Having students everyday can be more work than some PLCs.  Hellgate’s philosophy was brought up in that large study halls with 100 students are unproductive and it was explained that that is why we went to smaller study halls.  Principal’s definition of large is about 25 students. This size keeps things maintainable when kids want to visit other teachers or when they need help during class.  Three requested Clarification of duties.  Three stated that they preferred Smaller groups.  Questions also arose that included: Having a Study Hall with kids that need help is different than kids not needing help. Being asked to tutor is like teaching another class. Is this also considered contact time.  It was requested that the duties of a PLC are clarified to be more equitable, but not necessarily have to be provable. |
| Are we opening up IB classes for all students and encouraging non IB diploma students to do IB classes if they have the ability?  There is a big discrepancy in class sizes between some IB classes and required core classes with overloading in some core classes.  Maybe this is a way to reduce overloading by increasing numbers in IB, allowing more sections for lower level classes. | IB classes are open for all students. We currently have 16 junior and 13 senior diploma students. There are many students taking IB classes that are not diploma students. All IB classes are large except for Math and sophomore Chemistry. Currently Sophomores cannot take 2nd year classes because it doesn’t work with the master schedule.  Counselors feel like it is their responsibility to share the course guide and provide students with all of their course options, but remain neutral in which program students should take. They will remain neutral and informational.  It was commented that IB has small class sizes. Are we going to look at that and be data driven?  Principal stated that Math data has caused us to look at that and make changes. We no longer have the upper level classes in Math. Staff hasn’t seen the data and Principal will bring an enrollment count of all the classes.  PAC would like to visit what percent of kids are in an IB classes vs number of staff teaching them? (The same should be done with AP classes.)  It was originally promoted as for the smart kids. We need to change philosophy that it is for the highly motivated and highly interested. |
| 1. Please keep e-mails short and necessary 2. For MBI – Leaving class early for lunch can be more problematic for teachers than realized by MBI. Please do not use it as an award for attendance. 3. Discuss leaving class early (ditching)…is this an Attendance issue for Hallie or a behavior issue for the Asst. Principals? It is an ongoing occurrence | It is requested that MBI doesn’t let classes out early as incentive. Allowing one class to leave early is disruptive when teaching classes that contain multiple grade levels.  When kids leave early is it a detention? An AP Principal stated it is an attendance matter and needs to be addressed by TOSA. Principal sees it as a behavior and we should fill out an Office Discipline Referral (ODR). These should be turned into AP Farmer for grades 9 and 11, and AP Oliver for grades 10 and 12. We should get the forms in whether it is done on the paper form or an electronic form. The form is on the shared drive.  Principal brought up that Q has a module called “visits.” Principal would like use faculty time sometime this year to train us to use it. It allows you to log the times you talk to a student about their behavior(s). The AP and Principal can then see when and by whom a student has been talked to about behaviors in the past. |
| How about installing another bottle filler at the water fountain outside the foreign language area.   1. Because it’s a good idea 2. To relieve congestion at the other end of the hall | TOSA reported that senior class bought one and it is yet to be determined as to where. |
| Is there a way to be less disruptive when dealing with behavior issues? I worry that “calling a kid out in class” is embarrassing for the student and disruptive. I would prefer a teacher or administrator to stand quietly inside the classroom to gain the teacher’s attention or student’s attention. | Principal will request that teachers and administration wait in hall when getting students from class. |
| History of rotational basis for semester exam schedule and rational for rotational verses same schedule each semester.  Last semester the schedule was changed for 5-6 Ag Ed students and they had already finished their finals apparently. | The Exam schedule was set by administrators from all three buildings and will be the same for all three buildings. The schedule is in the faculty book on the shared drive. Principal will have secretary email it out.  Will the exam schedule be static or will it be rotational? Principal will look into this. |